



## **INTERNSHIP PROGRAM AT USAID/NEPAL**

USAID/Nepal announces opportunities for internships to interested and qualified individuals from disadvantaged and underrepresented communities, to participate in a nine month internship program in the following areas:

### **1. HEALTH AND FAMILY PLANNING OFFICE**

#### **Position Summary:**

Based in the Office of Health and Family Planning, the intern will rotate through all teams in the office to build on his/her existing knowledge in environmental health, family planning/reproductive health, health system strengthening, HIV/AIDS, maternal, newborn, and child health, nutrition, and public health emergency preparedness and response. For each rotation, the intern will work with a mentor and develop skills and abilities to manage programs and engage the Government of Nepal, other donors, civil society, and the private sector. Candidates should have a desire to pursue a public health career with an interest in health and development issues from a donor perspective.

### **2. SOCIAL, ENVIRONMENTAL AND ECONOMIC DEVELOPMENT OFFICE**

#### **Position Summary:**

The Social, Environmental and Economic Development (SEED) intern will work with the Economic Growth, Environment and Energy, and Food Security Teams of SEED and will engage in learning about and assisting in implementation of SEED-supported development assistance activities in Nepal. The intern will be a highly motivated individual who is interested in the development field and wishes to continue further education or seek employment opportunities in this sector upon completion of Internship program. The intern will report directly to the designated mentor from the SEED during the nine months internship program.

### **3. DEMOCRACY & GOVERNANCE OFFICE**

#### **Position Summary:**

The Democracy and Governance Office intern will support USAID/Nepal development assistance activities in this sector. The intern will be a highly motivated individual interested in the development field, especially in Democracy and Governance sectors, and wishes to continue further education or seek employment upon completion of Internship program. The Democracy and Governance Office includes activities involving Elections and Political Process, Human Trafficking, Conflict and Governance. The intern will report directly to the designated mentor during the nine month internship program.

#### **4. FRONT OFFICE/EXECUTIVE OFFICE**

##### **Position Summary**

The intern will be housed in the Director's Office and the Executive Office with rotational short term assignments with various offices and divisions such as; Office of Acquisition and Assistance, and the Financial Management Office. As EXO intern the incumbent will engage in various administrative support functions carried out by the Human Resources Office and the Communication and Records Office. As the Front Office intern the incumbent will provide day to day support to the Office of the Director under the mentorship of the Executive Assistants.

The Front Office/EXO intern reports directly to the designated Front Office and EXO mentor on matters relating to the program.

#### **5. PROGRAM AND PROJECT DEVELOPMENT (PPD) OFFICE**

##### **Position Summary**

The PPD intern will support USAID/Nepal to achieve its objectives by dividing their time between events planning (under the leadership of the Outreach and Communications team) and administrative support responsibilities in the Program Office. As an office with diverse roles in regards to the USAID/Nepal mission, working in both administrative support and events planning will allow the intern to be a part of both internal coordination and our outreach and communication coordination with external stakeholders to increase understanding of USG foreign assistance in Nepal.

The PPD intern will report directly to the designated Program and Project Development Office Mentor and will collaborate closely with all USAID technical teams as it relates to event planning and administrative support.

**Please visit the USAID Nepal website at <http://www.usaid.gov/nepal/partnership-opportunities> for detailed descriptions of each internship position and the qualification requirements.**

Interested applicants should submit a recent resume and an application letter that outlines your interest and qualifications for the internship with USAID/Nepal. **Please clearly specify the position you are applying for and send your application to the attention of USAID/Nepal Human Resources Office no later than June 26, 2013.** Applications may be sent electronically to the USAID/HR email address at: [USAIDNepalHR@usaid.gov](mailto:USAIDNepalHR@usaid.gov) Applications received after the deadline will not be considered.

***The duration of each internship program will be for nine months starting on or about August 2013 and ending in May 2014.***

***Only short listed applicants will be contacted to participate in the hiring process.***

***The five interns selected to participate in the program will each be provided a monthly stipend during the nine months internship program.***

***For the Internship Program, USAID welcomes applicants from disadvantaged, underrepresented, and/or underserved groups in Nepal because of caste (e.g., Dalits), disability, ethnicity (e.g., indigenous), gender identification (e.g., intersex, third gender, transgender), geographic origin (e.g., Madhesi, remote rural areas), religion (e.g., Muslims), and/or sexual orientation (e.g., lesbian, gay, bisexual), among other factors.***